



# Calexico Community Redevelopment Agency

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## CALEXICO REVOLVING LOAN FUND PROGRAM CHECKLIST

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CLIENT NAME: \_\_\_\_\_

- \_\_\_\_\_ 1. **CRLF BUSINESS LOAN APPLICATION** – Completed application
- \_\_\_\_\_ 2. **BUSINESS PLAN** – A copy of the Business Plan
- \_\_\_\_\_ 3. **PROJECTIONS** – Provide a business plan with projected revenue & expenses for the first year
- \_\_\_\_\_ 4. **PROOF OF OTHER FINANCING** - Proof that borrower has not been able to secure 100% financing through a bank or other lending institution
- \_\_\_\_\_ 5. **CURRENT BUSINESS FINANCIAL STATEMENT** - To include:
- 4a) Balance Sheet
  - 4b) Profit/Loss Statement
  - 4c) Statement of Cash Flow and
  - 4d) Summary of Aging of Accounts Receivables & Accounts Payables for the interim period (last three months)
  - 4e) Interim financial statement to be dated within 60 days of application.
- \_\_\_\_\_ 6. **SCHEDULE OF ALL BUSINESS TERM DEBT** – To correspond with interim financial statement (item #4e above). The loan balances must match those on the interim financial
- \_\_\_\_\_ 7. **PERSONAL ITEMS** – Personal Financial Statement – Updated personal financials to be dated within 60 days of application. ***Required for each principal***
- \_\_\_\_\_ 8. **PERSONAL FEDERAL INCOME TAX RETURNS** – For the last three years (2002, 2003, 2004 and 2005, if available), including all schedules. ***Required of each principal***
- \_\_\_\_\_ 9. **BUSINESS INCOME TAX RETURNS** – For the last three years (2002, 2003, 2004 and 2005, if available), including all schedules
- \_\_\_\_\_ 10. **PERMITS AND/OR LICENSES** – Copies of all applicable operating permits and/or licenses
- \_\_\_\_\_ 11. **AFFILIATED COMPANIES** – any company owned 20% or more by a principal of the company must submit on the affiliate a current Balance Sheet and Profit/Loss Statement, and the last three fiscal years' Federal Income Tax Returns, including all schedules
- \_\_\_\_\_ 12. **OTHER** – \_\_\_\_\_ **PROOF OF CURRENT INSURANCE**
- \_\_\_\_\_ 13. **OTHER** – \_\_\_\_\_